



***State of Washington  
Department of Transportation  
Notice to Consultants  
On-Call Engineering Design Services for the Urban Corridors  
Organization***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and included on a list to be considered for On-Call Engineering Design Services (EDS) for the Urban Corridors Projects. The projects are all located in the Puget Sound area and include:

- Alaskan Way Viaduct;
- Sound Transit Regional Express;
- I-405;
- Translake;
- SR 509;
- SR 519;
- SR 167 in Pierce County;
- I-90 Snoqualmie Pass to Easton; and
- Other smaller related projects.

WSDOT Urban Corridors Organization (UCO) solicits interest from Consultants to provide On-Call EDS. UCO will be managing the On-Call Task Order agreements that will expire December 31, 2005. WSDOT intends to award On-Call agreements to all consultants that score at least 80% of the highest scoring submittal received during the first advertisement in January 2002. The selected consultants may be required to provide employees at WSDOT owned or leased facilities for an extended period of time with short notice given by WSDOT. No minimum amount of work is guaranteed under these agreements.

**Note: Firms that currently have an agreement with UCO for this category do not respond to this Request for Qualifications.**

**Project Description**

The successful consultants will demonstrate the following expertise:

Engineering Staffing

Consultants must have staff with diverse professional expertise in a wide range of engineering disciplines including but not limited to: civil engineering, design, geotechnical, architecture, and surveying. These individuals would work on specific tasks or help WSDOT staff for a specified amount of time, working side-by-side with WSDOT staff or other consultants.

Separate categories are issued for hydraulics services, traffic services, and environmental services. These categories of work are not included in this advertisement for services.

**NOTE: Sub-consultants shall not be included in a consultant's submittal. All consultants who are interested in responding to the advertisement must submit**

**as a prime consultant. If sub-consultants are included in the submittal, it will be deemed non-responsive.**

Please note that the consultants may be asked to coordinate with other consultants on certain projects.

WSDOT intends to contract with multiple consultants for the above On-Call EDS until December 31, 2005. Consulting services in subsequent fiscal years are dependent upon funding. The amount of work that will be required will be determined on actual needs.

The selected consultants will be authorized to provide their services to WSDOT until December 31, 2003, with WSDOT reserving the right to renew the agreement for an additional 12 months. The approved all-inclusive (direct labor, overhead and fee) hourly billing rates will be negotiated and approved by WSDOT on a yearly basis.

### **Scoring**

Submittals will be evaluated using the following criteria:

1. Key Personnel qualifications and work experience on similar projects (60 points possible);
2. Key personnel availability/ability to respond to WSDOT schedules (40 points possible);
3. Key personnel experience with WSDOT mega projects (20 points possible);
4. Key Personnel experience with mega project delivery, excluding WSDOT projects (20 points possible);
5. Experience with design/build projects (20 points possible);
6. Experience with On-Call agreements that have short-notice deadline requirements by client (20 points possible); and
7. Past Performance/References. Provide a minimum of three (3) evaluations. If three (3) or more evaluations have been performed by WSDOT for projects that have been completed during the past three (3) years, please refer to each WSDOT Y-Agreement number for verification of scores. If a minimum of three (3) WSDOT evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. The performance evaluation forms completed by clients must be returned to the Consultant Services Office under separate cover by the submittal due date. The evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement. Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for public sector clients in the last three (3) years. If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." (20 points possible).

There are a total of 200 points possible per reviewer. There will be three (3) reviewers for a possible total of 600 points. The 80% cutoff for the pre-qualification of firms was based on the highest score out of a possible 600 points from the first advertisement in January of 2002.

- **Firms must score a minimum of 260 points to be awarded a contract.**

**Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty (20) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 6.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 7; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Monday, June 30, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, June 4, 2003, and Wednesday, June 11, 2003.